



**SAN DIEGO SUPERIOR COURT
EMPLOYMENT APPLICATION**

Mailing Address:
San Diego Superior Court
Attention: Personnel
PO BOX 122724
SAN DIEGO CA 92112-2724
24 HOUR JOB LINE (619) 531-3390

For Superior Court Personnel Use Only

A ☐ / R ☐ SAF ☐

Cert.: T ☐ @___ / S ☐ @___

Comments:

Analyst: Date:

INFORMATION SHEET - Please read carefully before completing application.

Your application and any supplemental information required MUST be received in the Personnel Office by 5:00 p.m. on the closing date of the examination. Postmarks, faxes or late applications will NOT be accepted.

If the position you are applying for has a typing or shorthand requirement, please include appropriate **ORIGINAL** certificates, issued within the last two years, which will be returned to you. Incomplete applications will delay the referral process and could be a basis for disqualification.

TITLE OF POSITION _____ EXAM NO. _____ - _____

LAST NAME _____ FIRST NAME _____

SOCIAL SECURITY NUMBER: _____ - _____ - _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

HOME PHONE (_____) _____ - _____ BUSINESS PHONE (_____) _____ - _____

WORK LOCATION: Please check those geographic areas in which you are willing to work:

☐ Downtown (San Diego)☐ Kearny Mesa

☐ North County (Vista)☐ South Bay (Chula Vista)

☐ East County (El Cajon)

Do you currently work for or have you worked in the past for either the San Diego Superior Court or any San Diego County Municipal Court? Yes ☐ No ☐

If yes, position title and dates. _____

Do you currently work for or have you worked in the past for the County of San Diego?..... Yes ☐ No ☐

If yes, position title and dates. _____

Did you graduate from high school or have you received a G.E.D. Certificate?..... Yes ☐ No ☐

EDUCATION: List below your education, beginning with the most recent.

College, University or Vocational School & Location	Course of Study or Major	Units Completed	Did You Graduate?		Type of Degree Earned
			Yes	No	

TRAINING: List below any training you have completed within the last five years relating to the position for which you are applying. Attach additional information if necessary.

Training Class Subject	Dates Attended	Name of Agency Providing the Training	No. of Classroom Hours

----- Please complete the information requested below. This information will be separated from your application and kept confidential. -----

EMPLOYEE SELF-IDENTIFICATION

The San Diego Superior Court is an equal opportunity employer. To help us maintain current information on our workforce, we ask that you complete this form. The information will be separated from your application, kept confidential, is completely voluntary, and will not be used to make any decision about your employment. Select the proper codes from the descriptions below or on the reverse and insert them in the boxes.

Social Security Number: _____ Male = M Female = F

Sex Code Ethnic Code Disability Code

How did you learn about this job? Please check the appropriate box.

☐ Advertisement _____
Name of paper

☐ Internet Website

☐ School

☐ Mailing

☐ Court Employee

☐ Other: _____
Describe

EXPERIENCE: Beginning with your most recent job, list below your relevant employment experience for the past ten years that shows your qualifications for this position. **You are required to provide all of the information requested below.** Merely stating "REFER TO RESUME" is insufficient. Incomplete applications may result in disqualification. If you need more space, please attach additional sheets which include your name, Social Security Number, the Examination Number and title of the position for which you are applying.

Dates From: Mo. _____ / Yr. _____ To: Mo. _____ / Yr. _____ Hrs. / Week: _____ Salary: _____	Employer's Name and Address _____ _____ _____ Verify by Contacting: Name: _____ Phone: _____	Official Title: _____ Job Duties: Reason for Leaving: _____
Dates From: Mo. _____ / Yr. _____ To: Mo. _____ / Yr. _____ Hrs. / Week: _____ Salary: _____	Employer's Name and Address _____ _____ _____ Verify by Contacting: Name: _____ Phone: _____	Official Title: _____ Job Duties: Reason for Leaving: _____
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BILINGUAL: Are you fluent in a language other than English? **Yes** ☐ **No** ☐

If yes, in what other language are you fluent? _____

CONSENT TO RELEASE OF INFORMATION
May we contact your present employer about your character, qualifications and work record? **Yes** ☐ **No** ☐
NOTE: A **NO** response to the above question will not affect the review of your qualifications. If you answer no and we need to contact your present employer before we can offer you a job, you will be contacted first.

I consent to the release of information for use in determining my eligibility, qualifications, and selection consideration about my work record, job performance, character, ability and fitness by employers, schools, law enforcement agencies and the other individuals and organizations to authorized employees of the San Diego Superior Court. I hereby release you, your organization, current or previous employers, or others from liability or damage which may result from furnishing the requested information.

CERTIFICATE OF APPLICANT: I certify that all of the statements in this application are true and complete to the best of my knowledge. I understand that false statements of material facts or omission of facts regarding my background or relevant employment history may subject me to disqualification or dismissal.

SIGNATURE (in ink)

DATE

- ETHNIC CODES**

 - 1 = **BLACK:** Predominant origins in any of the Black racial groups.
 - 2 = **HISPANIC:** Persons having predominant origins in Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture, regardless of race.
 - 3 = **ASIAN OR PACIFIC ISLANDERS:** Predominant origins in any of the original peoples of the Far East, the Pacific Islands (except the Philippines), the Indian subcontinent, or Southeast Asia.
 - 4 = **AMERICAN INDIAN/ALASKAN NATIVE:** Origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
 - 6 = **WHITE:** Origins in any of the peoples of Europe, North Africa or the Middle East.
 - 7 = **FILIPINO:** Origins in any of the original peoples of the Philippines.
- DISABILITY CODES**

 - V = **VISUAL:** Legally blind in one or both eyes or restricted in the visual field to 20 degrees.
 - H = **HEARING:** Total deafness or inability to hear normal conversation and/or use a telephone without the aid of an assistance device.
 - S = **SPEECH:** Speech impairments when speech is unintelligible in normal conversation.
 - P = **PHYSICAL:** Orthopedic impairments, amputations, or functional limitations if there is a significant impairment in one or more extremities; or impairment of the trunk, back, spine when there is a medically diagnosed disability which substantially limits one or more major life activities.
 - D = **DEVELOPMENTAL DISABILITIES:** Persons who meet the legal definition or have been identified as developmentally disabled, include autism, cerebral palsy, epilepsy, retardation, and other neurological impairments.
 - M = **MENTAL:** Mental or emotional disorder, including drug addiction and alcoholism.
 - N = **NONE:** Not disabled.